

GOVERNORS OFFICE OF COMMUNITY SERVICE

Financial Reporting System
Grant Year 2008/2009

Welcome to the Office of Community Service's financial reporting and invoicing system. This excel workbook contains an instruction sheet, PER's, RFR's, FFR's, budget modification form and closeout sheet. The required financial reporting dates are listed below.

REPORTING REQUIREMENTS

→ *A Periodic Expense Report (PER) must be completed and submitted monthly by the following due dates:*

February, 2009	For period	January 1, 2009 thru January 31, 2009
March, 2009	For period	February 1, 2009 thru February 28, 2009
April, 2009	For period	March 1, 2009 thru March 31, 2009
May, 2009	For period	April 1, 2009 thru April 30, 2009
June, 2009	For period	May 1, 2009 thru May 31, 2009
July, 2009	For period	June 1, 2009 thru June 30, 2009
August, 2009	For period	July 1, 2009 thru July 31, 2009
September, 2009	For period	August 1, 2009 thru August 31, 2009

→ *A Federal Financial Report (FFR) must be completed and submitted monthly by the following due dates:*

April 20, 2009	For period	January 1, 2009 thru March 31, 2009
July 20, 2009	For period	April 1, 2009 thru June 30, 2009
October 20, 2009	For period	July 1, 2009 thru September 30, 2009

Final Closeout Forms

→ September 15, 2009 For period September 1, 2006 thru August 31, 2009

Closeout forms are due 45 days after grant has ended. Please use the worksheet titled "Closeout"